

Michigan Office of the Great Lakes

*Coastal Zone Management
Program
FY 2015 Grants Administration Webinar
November 19, 2014*



Department of
Environmental Quality
PURE MICHIGAN



Housekeeping

- All lines will be muted
- Questions can be sent to us via the question/chat box
- We will record webinar and post online
- (pic of Jim O.)



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Webinar Overview and Purpose

- Coastal Zone Management Program
- Grant Contract Provisions
- State Boilerplate
- Appendix A

The purpose of this webinar is to provide guidance on successful completion of your CZM grant. If we're not able to answer your question today, please contact your state contact listed on the signature page of your grant contract.

Coastal Zone Management Program

- The Coastal Zone Management (CZM) Program, which is housed in the Office of the Great Lakes, promotes wise management of the cultural and natural resources of Michigan's Great Lakes coastal areas by fostering environmental stewardship through the development and application of tools, science-based policies, and effective regulation.
- CZM Program grant funds are made available by the National Oceanic and Atmospheric Administration (NOAA), U.S. Department of Commerce, pursuant to the CZM Act of 1972.
- As a recipient of a CZM grant, the grantee is responsible to comply with the state and federal standard terms and conditions of the grant contract.

Grant Contract Provisions

The grant contract serves as a legally binding document between the grantee and the Department of Environmental Quality (DEQ) and includes tasks and outcomes to be implemented.

- Signature page
- State boilerplate
- Appendix A

State Boilerplate

A. **CONTRACT PERIOD and CHANGES** (Section II and III.)

- Contract period is October 1, 2014 through December 30, 2015
- Any change to an item in the Signature Page, Project Tasks and Schedule, or Project Budget requires a change request.
- One exception is a change to a budget line item less than 10% of the line item total.

Change requests need to:

- Submitted by grantee contact or signatory
- Include a justification
- Contain sufficient information

A requested change does not take effect until the State approves it.

- Deadline for extension requests is 45 days prior to the project end date

State Boilerplate

B. GRANTEE DELIVERABLES AND REPORTING REQUIREMENTS

Quarterly Reports:

- Complete packet contains: Progress report, financial report, expense documentation, and if grant expenses were incurred, a request for reimbursement
- Forms available at: www.michigan.gov/coastalmanagement
- Due Dates:
 - January 31, 2015
 - April 30, 2015
 - July 31, 2015
 - October 5, 2015* (Expedited submittal required)
 - January 31, 2016
- Submit as complete package through grantee point of contact
- Email or hardcopy submission acceptable

State Boilerplate



GRANTEE QUARTERLY PROGRESS REPORT DEPARTMENT OF ENVIRONMENTAL QUALITY OFFICE OF THE GREAT LAKES

Project Number:
Grantee's Name:
For Report Period:

- Status – provide detail of task accomplishments.

Anticipated date of task completion

PROGRESS ON ELEMENTS LISTED IN PROJECT CONTRACT: List essential elements of the project identified in Appendix A of the contract, and summarize progress made on each element. Include an indication of the element's status (e.g., completed, in progress, not started).

Project Task #1:
Status:

Complete header information

Project Task #2:
Status:

% of task completed during subject quarter

Project Task #3:
Status:

Project Task:
Status:

% of task completed to date

Project Task #5:
Status:

Project Task #6:
Status:

Include additional documents, materials, plans, photos, etc. that provide insight on project status.

State Boilerplate

Definitions

EDUCATIONAL AND/OR TRAINING EVENTS:

Education events are presentations, seminars, public meetings, project kick-off and other hands-on activities that provide non-technical information to improve understanding of the project.

Training events are events focused on technical/ hands-on subject matter of the project.

Include a brief description of event – (e.g., Project meeting with local partners; Public meeting for preliminary plan; Training volunteers to clean up beaches).

Event description:

Event description:

Event description:

Event description:

Educational
or Training
Event

of Participants

Brief description

Educational or
Training?

of Participants

State Boilerplate

B. GRANTEE REPORTING REQUIREMENTS

Completing the Quarterly Financial Report:

1. Download and save locally – www.mi.gov/coastalmanagement
2. Use tabs at bottom – select appropriate quarter
3. Complete header information
4. Input project expenses for subject quarter.
5. Save completed form for use in subsequent quarters.
6. Submit hardcopy or digital files with expense documentation.
7. Next quarter – open saved form, click next quarter tab, repeat.

Worksheet in CZM Grant Project Kick-off Presentation FY13 MTW.pptx [Compatibility Mode] - Micr...

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DEPARTMENT OF ENVIRONMENTAL QUALITY
OFFICE OF THE GREAT LAKES

GRANTEE'S QUARTERLY FINANCIAL REPORT*

For Quarter: through
Project Number: Date:
Project Title:
Grantee Name:

Grantee Federal Identification Number 38-

Grant Amount Spent During This Quarter	Match Amount Spent During This Quarter	Grand Total
Salary		\$0.00
Fringe		\$0.00
Travel		\$0.00
Equipment		\$0.00
Supplies/Materials		\$0.00
Contractual Services		\$0.00
Other		\$0.00
Total	\$0.00	\$0.00

Cumulative

Salary		\$0.00
Fringe		\$0.00
Travel		\$0.00
Equipment		\$0.00
Supplies/Materials		\$0.00
Contractual Services		\$0.00
Other		\$0.00
Total	\$0.00	\$0.00

* Expenditure categories may be modified to conform to the Grantee's accounting system.
* Documentation of expenses must be submitted with each quarterly report including:

Instructions 1st Quarter 2nd Quarter 3rd Quarter 4th Quarter 5th Quarter 6th Quarter 7th Quarter

Ready 100%

State Boilerplate

C. GRANTEE RESPONSIBILITIES (Section V.)

Permits:

- Local
- State
- Federal

Project Deliverables:

- Quality
- Technical accuracy
- Timely Completion


Note: The grantee has the sole responsibility for the technical adequacy of the work. The grantee shall correct or revise any errors, omissions or other deficiencies without additional compensation.

State Boilerplate

D. SUBCONTRACTS (Section VIII.)

Grantee responsibilities:

- Sole contact with all subcontractors
- Payments, deliverables, activities
- Subcontractors are subject to same provisions in grant contract as grantee
- Contractor Qualification form must be completed for each subcontractor
- Project tasks cannot start until CZM Program verifies subcontractor is not on the excluded parties list by searching the System for Award Management website
- Refer to Section XIV. In the state boilerplate for detailed debarment and suspension provisions



DEQ
Michigan Department of Environmental Quality
Office of the Great Lakes
Coastal Zone Management Program

CONTRACTOR'S QUALIFICATIONS FORM
The State is authorized to provide grant assistance pursuant to the Coastal Zone Management Act of 1972, as amended, P.L. 100-55 (16 U.S.C. 1451-1465 "Federal Act").

Please list the full name of any subcontractor used to complete the project. The Coastal Zone Management Program will verify whether the subcontractor is listed on the Debarment Suspension List utilizing the website: www.sam.gov

Submit this form to your State Contact, listed on the cover page of the Contract, for approval prior to utilizing the proposed contractor.

Grantee: _____

Project Name: _____

Contractor Name: _____
Address: _____
☐ Not on Debarment Suspension List

Contractor Name: _____
Address: _____
☐ Not on Debarment Suspension List

Contractor Name: _____
Address: _____
☐ Not on Debarment Suspension List

EQP-2603(2) (Rev. 01/12)

State Boilerplate

E. AUDIT AND ACCESS TO RECORDS (Section XV.)

Grantee responsibilities:

- Maintain all records for grant and matching funds
- State may access records upon notice
- Grantee must provide access and facilities for review
- Records must be maintained for 5 years after final reimbursement

F. COMPENSATION PROVISIONS (Section XVIII.)

Expenses:

- Within the grant period (October 1, 2014 through December 30, 2015)
- Shall not exceed the grant amount listed on signature page
- Committed to match amount on signature page
- Reimbursement upon sufficient documentation (may request additional information)
- 25% of the grant amount will be withheld until the project is completed

State Boilerplate

G. QUALITY ASSURANCE/QUALITY CONTROL

- A project-specific Quality Assurance Project Plan (QAPP) may be required for any project that includes the creation of environmental data.
- Environmental data is any measurements or information that describe environmental processes, location, or conditions; ecological or health effects and consequences; or the performance of environmental technology.
- QAPP must be approved by CZM Program prior to the collection of any environmental data.
- Contact your State Contact for details.

Appendix A

A. PROJECT TASKS AND SCHEDULE (Section II.)

- Based on information contained in the grant application
- Identifies what draft and final deliverables must be submitted
- May include requirements to collect and report specific items of information
- All final project deliverables must be completed by the end of the project period
- Contract may be terminated if no project activity occurred in the first quarter

Appendix A

B. GRANT ACKNOWLEDGEMENT (Section IV. (A))

- All project deliverables must acknowledge financial assistance of the CZM Program, DEQ, OGL, and the NOAA. The grant acknowledgement will include the DEQ, OGL, and the NOAA logos and financial assistance language.



Financial Assistance for this project was provided, in part, by the Michigan Coastal Zone Management Program, Office of the Great Lakes, Department of Environmental Quality, under the National Coastal Zone Management Program, through a grant from the National Oceanic and Atmospheric Administration, U.S. Department of Commerce.

- For reports and videos, a view disclaimer is required in addition to the logos and financial assistance language.
- For press releases, newsletters, newspaper articles, graphic displays meant for public presentations and in other public forums, the logos are not required; however, the funding source will be listed.

TIP: We encourage you to have the state contact review the grant acknowledgement to ensure accuracy prior to finalization.

Appendix A

C. Geospatial Data

NOAA Data Sharing Requirements:

- Purpose:
 - Ensure newly-created GIS data is visible, accessible, and independently understandable
 - Data free of charge or minimal cost
 - Available in a timely manner

Prior to Data Collection:

- Submit completed NOAA Data Sharing Plan

After Data Collection:

- Create Federal Geographic Data Commission (FGDC)-compliant metadata.
- Publish the data online providing free public access.
- Provide two copies of GIS datasets and metadata (separate CD, DVD, or USB drive) as a project deliverable.

DEQ MICHIGAN DEPARTMENT OF ENVIRONMENTAL QUALITY OFFICE OF THE GREAT LAKES			
NOAA DATA SHARING PLAN			
<small>This information is required pursuant to the implementation of the Coastal Zone Management Act of 1972, as amended, P.L. 109-58 (16 U.S.C. 1451-1465, "Federal Act").</small>			
<small>Note: This form must be completed by all entities planning to use NOAA funds received through the Michigan Coastal Zone Management Program to create new geospatial datasets. A separate form should be completed for each dataset when multiple datasets are created under a single project. Submission of this form authorizes the Coastal Zone Management Program to post the information provided in the form of a metadata record to the National States Geographic Information Council's Ramona GIS Inventory (http://gisinventory.net) and to the geospatial one-stop (http://geo.data.gov).</small>			
Source Information: Print or type the following for the organization creating the geospatial dataset.			
Name of Contact Person for Dataset		Organization Name	
E-mail		Telephone Area Code and Number	
Mailing Address	City	State	ZIP Code
Project Title			
Data Layer Information:			
1. Dataset Name:			
2. Provide a concise description of the dataset (225 character limit including spaces):			
3. Describe the geographic extent of the dataset(s) (e.g., county wide, municipality, or by providing bounding coordinates):			
4. Dataset progress (check one): <input type="checkbox"/> Complete <input type="checkbox"/> In progress <input type="checkbox"/> Planned			
5. Data source (check one):			
<input type="checkbox"/> Bathymetric Survey <input type="checkbox"/> Field Observation			
<input type="checkbox"/> Field Survey/GPS <input type="checkbox"/> Hardcopy Maps			
<input type="checkbox"/> LiDAR <input type="checkbox"/> Orthoimagery			
<input type="checkbox"/> Published Reports/Deeds <input type="checkbox"/> RADAR			
<input type="checkbox"/> Road Centerline Files <input type="checkbox"/> Uncorrected Imagery			
<input type="checkbox"/> Other <input type="checkbox"/> Uncertain			
6. Enter the date by which data will be shared:			
7. Will the dataset be made available to the public? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If yes, please check the distribution method:			
<input type="checkbox"/> Through a Web Map Service or Web Feature Service			
- provide URL:			
<input type="checkbox"/> Post the dataset for download on a publicly accessible web page or FTP site			
- provide URL:			
<input type="checkbox"/> Other			
- please describe:			
8. Will the dataset's metadata comply with the Federal Geographic Data Committee's (FGDC) Content Standard for Digital Geospatial Metadata? <input type="checkbox"/> Yes <input type="checkbox"/> No			
9. Are there any security issues or other concerns that would prevent the distribution of the dataset? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If yes, please explain:			
10. Do you plan to archive this dataset for long-term preservation? <input type="checkbox"/> Yes <input type="checkbox"/> No			

Appendix A

D. SPECIAL PROVISIONS FOR CONSTRUCTION PROJECTS (Section IV.)

Grants that involve construction are subject to the following provisions:

Property Use:

- Maintain the property and/or elements for a minimum of 20 years from the end date of the grant contract.
- If the property and/or elements constructed under the grant are leased or sold out of public ownership or are used for purposes other than public use, the grantee must reimburse the CZM Program for the share of the federal funds received for the grant.

Local, State, and Federal Permits:

Secure all local, state, and federal permits needed and submit copies to the state contact prior to construction. This requirement may include any one or more of the permits listed on page 9 of the grant manual.

Appendix A

D. SPECIAL PROVISIONS FOR CONSTRUCTION PROJECTS - continued

Project Sign:

A sign will be installed during construction and permanently installed at the project site indicating that the grant is being funded under the CZM Program, DEQ and NOAA. An alternative is including the grant acknowledgement language and logos as part of other site signage.



Final Quarter Report:

- Refer to your Section IV., Final Quarter Report Requirements, in Appendix A for a list of what is required to close out your grant
- In addition, include one hard copy and one digital copy on a CD/DVD of a minimum of ten color photographs
- Include one photograph of the CZM Program project sign installed at the project site or other signage with CZM Program grant acknowledgement.

Appendix A

E. COMPENSATION (Section IV.)

Reimbursements will be made quarterly on a costs-incurred only basis. The following is required when requesting reimbursement:

- A cover letter specifying the dollar amount
- Corresponding progress and financial reports for that quarter
- Supporting documentation for grant and match expenses (e.g. invoices, receipts or other supporting documentation) for that quarter

TIP: When sending electronically, we encourage you to consolidate supporting documentation into one portable document format (pdf.) file.

F. FINAL QUARTER REPORT REQUIREMENTS:

Grantee shall submit to the State the Final Quarter Report no later than **30** days past the end date of the Contract.

- **ONE** copy of a final narrative that will capture and showcase the essence of the project. Please refer to Appendix C of the Grants Administration Manual for a sample outline which includes several questions to assist the Grantee in telling the story.

TIP: Grantees may use the Final Narrative form which is currently under development.

Appendix A

E. COMPENSATION

SUPPORTING DOCUMENTATION

General provisions include:

- Document only expenses paid for within the corresponding quarterly period
- Organize in the same order as the expense categories listed in the detailed project budget
- Same format/content for grant and match expenses

A. Salary

Salary includes the wages of the grantee only; it does not include wages of partnering organizations or outside volunteers.

B. Fringe

Fringe benefits include allowances and services provided by the grantee to their employees as compensation in addition to regular salaries and wages (e.g. cost of leave, employee insurance, pensions, and unemployment benefit plans).

Name	Hrs	Hr. Rate	Salary Total	Fringe \$/hr.	Fringe Total	TOTAL	Project Task
Rick Stratford	20	\$15.40	\$308.00	\$10.00	\$200	\$508.00	Site design

Appendix A

E. COMPENSATION – (continued)

C. Indirect

Indirect costs are the grantee's cost of continuing operation.

- Indirect costs are reimbursed up to a maximum of 20% of salary and fringe only
- Supporting documentation is not required for indirect

D. Travel

Travel costs include transportation, lodging, subsistence, and related items incurred by the grantee.

- Consistent with your organization's written travel policy for non-federally supported activities
- if no policy exists, the rates and amounts established for mileage, per diem, and lodging published by the General Services Administration website will be applied
- Provide copy of receipt(s) for lodging, meals and other
- For mileage, a record showing the date, start/end point, number of miles, rate applied, total cost

Date	Start/End Pt.	# of miles	Mileage Rate	Mileage Total	Lodging	Meals	Other Expenses	TOTAL
4/3/13	Lansing to Muskegon	198	\$0.33/mi	\$65.34	\$115.00	\$7.25	None	\$180.34

Appendix A

E. COMPENSATION – (continued)

E. Equipment

Tangible, non-expendable, personal property having a useful life of more than one year and an acquisition cost of \$5,000 or more per unit.

- Reimbursement will only be provided for equipment incorporated and pre-approved within the grant contract
- Provide copy of receipt(s)

F. Supplies/Materials

Supplies and materials include all tangible items of personal property, other than equipment, that are necessary to complete the project.

- Provide copy of receipt(s)

List Item	Quantity	Cost per Unit	OR Lump Sum Cost	TOTAL
Plastic gloves	200	\$0.50	N/A	\$100.00

Appendix A

E. COMPENSATION – (continued)

G. Contractual Services

Includes all services provided by entities other than the grantee, and may be comprised of contractual or non-contractual agreements for services with a consultant, contractor, partner, or in-kind volunteer match

- Supporting documentation for all, except in-kind volunteer services, includes information (e.g., invoice) which includes date, individual's name and/or vendor/company, project task, and total expenses incurred for service.
- Supporting documentation for in-kind volunteer services includes date, individual(s) name, agency, volunteer's role (participant, leader, presenter), hours, rate of pay, basis for volunteer's rate of pay, and total

For unskilled laborers - (e.g., Boy Scouts/Girl Scouts, volunteers, etc.) The acceptable rate is the prevailing minimum wage available at

www.michigan.gov/wagehour

Appendix A

E. COMPENSATION – (continued)

For professionals not working in a professional capacity - An appropriate rate of pay is based on the Independent Sectors annual evaluation of volunteer time, available at www.independentsector.org/volunteer_time

Professionals working in their normal professional capacity - Their normal rate of pay may count as match.

Name	Agency	Role	Hours	Hourly Rate	Basis for rate of pay	Total
Mark Rooney	Friends of the Detroit River	Presenter	2	\$25.00	Professional Rate	\$50.00

- Refer to General Services Administration website (found under D. Travel in your manual) for allowable mileage costs for in-kind volunteer services
- Fringe benefits or indirect charges may not be claimed by in-kind volunteers.

Appendix A

E. COMPENSATION – (continued)

H. Other

Includes costs of preparing and printing a publication; costs of advertising invitations to bid in newspapers; expenses incurred for hosting workshops, meetings, conferences or training sessions including facility rental, food, and refreshments for participants; and equipment rental fees

- Provide copy of receipt(s) for item(s)

List Item	Quantity	Cost per Unit	OR Lump Sum Cost	TOTAL
Plastic gloves	200	\$0.50	N/A	\$100.00

Thank You

Questions? Contact the Coastal Zone Management Program!

www.michigan.gov/coastalmanagement



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CZM Program Email List



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